

INSTRUCTIONS FOR GENERAL APPLICATION for the Certified Substance Abuse Counselor (CSAC) Credential

***Important Note: You MUST mail in a completed application with payment (CERTIFIED CHECK OR MONEY ORDER, ONLY!) before you send for any transcripts or mail in supporting documents. This establishes a file for you in our office. Incomplete applications with accompanying documents WILL NOT be processed!**

1. Be sure to download the complete application packet, including:
 - General Information for Applicants
 - Application, Certified Substance Abuse Counselor (CSAC)
 - Code of Ethics and Code of Ethics Statement
 - Twelve Core Functions of the Alcohol and Drug Abuse Counselor
 - Work Experience Verification Record with attached Evaluation
 - Hawaii Administrative Rules 11-177.1 entitled "Certification Standards for Substance Abuse Counselors and Program Administrators"
 - Bibliography and Supplemental Reading List
 - Important Dates for Certification (for written exam only; not the computer-based option, which you can choose the date you wish, after you have completed all the requirements to test)
2. **Very Important; please read carefully and follow directions:** Complete the "General Application" and "Code of Ethics Statement" and **return the completed forms to ADAD with the general application fee of \$25.00 in the form of a money order or certified check, (only) made payable to "State Director of Finance."** **Personal checks will NOT be accepted.** *This one time application fee is non-refundable.* Mailing address:

Alcohol and Drug Abuse Division
Certification Office
601 Kamokila Boulevard, Room 360
Kapolei, Hawaii 96707
3. Give the "Work Experience Verification Record" with the attached "Confidential Evaluation" to your supervisor(s) for completion. Copy as many of these forms as needed. **NOTE: You must complete the top section of the "Work Experience Verification Record" before giving the form to your supervisor(s). Your supervisor(s) must complete the remainder of the form and evaluation and send it directly to ADAD himself/ herself.** Completed forms will not be accepted from the applicant. All signatures must be original signatures; no FAXed signatures are allowed.
4. If you plan to request education and/or experience credit for college degrees or completion of an alcohol/drug counseling certificate program, contact your school for an official transcript. Transcripts must be sent directly from the school to ADAD. Photocopies and student copies will not be accepted. Education accomplished through workshops approved by ADAD for continuing

education or through ADAD-approved distance learning must be documented by submitting a copy of your certificate of completion. Distance learning is limited to 50% (135 hours) of the total education required.

Once ADAD receives the information required on page 1, a review of the applicant's file will be conducted and a status email sent to the applicant. Only those applicants who have completed and documented the required 3 years (6000 hours) of supervised experience providing direct alcohol and drug treatment services, to include the 400 supervised practical experience hours, and who have completed the 270 hours of substance abuse specific education will be eligible to register for the examination.

Although general applications are accepted at any time, the applicant is strongly advised to plan ahead and submit the general application requirements well ahead of the published deadlines to register for the examination so an eligibility determination can be made. General applications received less than 2 weeks prior to the registration deadline may not be reviewed in time to determine the applicant's eligibility for the upcoming examination. *(This is for the written examination only, offered March, June, September, and December each year; the dates and deadlines are pre-determined by International Credentialing & Reciprocity Consortium [IC&RC], of which ADAD is a Member Board.)* There is also a computer-based exam option, which most candidates are now choosing. Once you have met all the requirements to test, we mail you an application, you mail us back the application and payment for the exam, we register you, and you then arrange for the date you would like to test, yourself. This option is available on *ALL* islands.

SOME TIPS TO REMEMBER:

- ***Send all payments by money order or certified check, only!***
- **Original signatures only**
- **Plan ahead**
- **When in doubt, call the Certification Office for clarification at (808) 692-7518**
- **Submit applications well ahead of the published deadlines**
- **There are, generally, no extensions for deadlines and no waivers for the basic requirements stated in HAR 11-177.1**

When the applicant qualifies for the examination, an examination application packet will be mailed, according to their preference for the written, or computer-based test. If the applicant does not pass the examination, the applicant will have to register to re-take the test and pay the examination fee.

If the applicant passes the written examinations and has met all of the other requirements for certification, a certificate will be issued, signed by the Director of Health.

Applicants who fail the exam 3 consecutive times must obtain 480 additional hours of clinically supervised work experience, and possibly further education, before applying to retake the examination.